

Erin Embley

From: Louis Guarino <LGuarino@hamiltonnj.com>
Sent: Monday, November 14, 2016 12:22 PM
To: John Ricci; David Carothers
Subject: FW:

We should be good to go on this now that there is a firm date and all our people were permanent by then. So please confirm that I am to enter into the CAMPS system for all of them.

From: Titmas, Sarah [mailto:Sarah.Titmas@csc.nj.gov]
Sent: Monday, November 14, 2016 11:53 AM
To: Louis Guarino
Subject: RE:

Correct, the title was changed 10/17/2012, so any employee permanent before that date would have the promotional rights.

From: LGuarino@hamiltonnj.com [mailto:LGuarino@hamiltonnj.com]
Sent: Monday, November 14, 2016 11:42 AM
To: Titmas, Sarah <Sarah.Titmas@csc.nj.gov>
Subject: RE:

Sarah, I am now told by employees that the employees in the truck driver title had to be permanent before Oct 2012. Your email below sets forth "before" 2012. If the later is accurate, can the other two be grandfathered as they had to sit for a test.

From: Titmas, Sarah [mailto:Sarah.Titmas@csc.nj.gov]
Sent: Tuesday, October 25, 2016 3:56 PM
To: Louis Guarino
Subject: FW:

From: Titmas, Sarah
Sent: Friday, October 21, 2016 2:06 PM
To: 'LGuarino@hamiltonnj.com' <LGuarino@hamiltonnj.com>
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Let me know if you have any questions.

Sarah Titmas

Human Resource Consultant 1
NJ Civil Service Commission
Division of Agency Services
Ph: (609) 292-9193
Fax: (609) 777-0905

From: LGuarino@hamiltonnj.com [mailto:LGuarino@hamiltonnj.com]

Sent: Thursday, October 20, 2016 1:53 PM

To: Titmas, Sarah <Sarah.Titmas@csc.nj.gov>

Subject:

Sarah, We are trying to move several long time employees from truck driver to heavy equipment operators. It presently generates an POAC situation. Since these drivers all were promoted into the truck driver title before the recent change, when it would have been a promotion, and they all received the titles when truck driver was a competitive title, can we grandfather into a promotion.

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To: John Ricci
Cc: David Carothers
Subject: RE: FW:

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Does that cover everyone

Sent from my iPad

On Oct 25, 2016, at 4:18 PM, Louis Guarino <LGuarino@hamiltonnj.com> wrote:

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From: Louis Guarino <LGuarino@hamiltonnj.com>
Sent: Tuesday, June 21, 2016 4:42 PM
To: David Carothers; John Ricci; Lindsay Burbage
Subject: FW: Heavy Equipment Operator (L-02001@) - Proposed Job Spec Revision
Attachments: HEAVY EQUIPMENT OPERATOR (02001@) 6-14-16.doc

Attorney-Client Privilege

From: Bramonte, Guy [mailto:Guy.Bramonte@csc.nj.gov]
Sent: Tuesday, June 21, 2016 3:33 PM
To: jackie.struble@aberdeen.nj.org; marykay.callahan@cityofasburypark.com; mccant_audrey@aclink.org; personnel@baynj.org; mtucci@bellevillenj.net; rkirk@boro.belmar.nj.us; rkornfeld@co.bergen.nj.us; grusso@twp.berkeley.nj.us; szimmer@twp.brick.nj.us; dhornickel@co.burlington.nj.us; jbotlinger@twp.burlington.nj.us; dianem@camdencounty.com; nesbittj@co.cape-may.nj.us; Jcudworth@cliftonnj.org; theodoreba@co.cumberland.nj.us; dkain@deptford-nj.org; William.senande@eastorange-nj.gov; aabramowitz@admin.essexcountynj.org; jpmcmanimon@ewingnj.org; rbrook@florence-nj.gov; M-Leodori@fortleenj.org; jschneider@co.gloucester.nj.us; Louis Guarino; pjzarbetski@townofharrison.com; egrandi@hazlettwp.org; dfluck@holmdeltownship-nj.com; relia@hopatcong.org; kgreen@jacksontwpnj.net; nancyr@jcnj.org; pambron@laceytownship.org; sbeck@lakewoodtwpnj.org; dmonroe@lawrencetwp.com; azack@linden-nj.org; ominski@longbeachtownship.com; ekreis@townshipoflower.org; dpeterson@mauricrivertwp.org; msparano@mercercounty.org; giaret.delacruz@co.middlesex.nj.us; cvenezia@middletownnj.org; sogborne@co.monmouth.nj.us; tmerchel@moorestown.nj.us; bboyle@northwildwood.com; PBurke@co.ocean.nj.us; jgallagher@pwwc.com; alevenson@patersonnj.gov; bcorbett@twp.pennsauken.nj.us; sneira@perthamboyntwp.org; lpeyton@comcast.net; efarrell@pointbeach.org; m.dalesandris@cityofrahway.com; sheck@ringwoodnj.net; stacy.pennington@saalemcountynj.gov; Tvandergroef@sussex.nj.us; aroberts@trentonnj.org; mallen@ucnj.org; rgonzalez@vinelandcity.org; mgard@voorheesnj.com; administrator@wantagetwp-nj.org; Mbulmer@co.warren.nj.us; twpadministrator@westmilford.org; Hpinto@wildwoodnj.org; marianne.horta@twp.woodbridge.nj.us; rtuosto@bellevillenj.org; msaudino@bcasd.us; fcirri@camdencounty.com; jpanchame@cliftonnj.org; stephenba@co.cumberland.nj.us; Michele.Ralph-Rawls@eastorange-nj.gov; MFera@admin.essexcountynj.org; hhyser@ewingnj.org; npendle@hazlettwp.org; fordb@jcnj.org; rwalker@mercercounty.org; dennis.cerami@co.middlesex.nj.us; jvannest@middletownnj.org; kyecco@northwildwood.com; kmurray@pwwc.com; npou@patersonnj.gov; Egrochowski@twp.pennsauken.nj.us; dking@pleasantvillenj.us; Veronica6@ptboro.com; srohdieck@ringwoodnj.net; mmaldonado@trentonnj.org; jperkin@co.warren.nj.us; payroll@westmilford.org
Cc: Gbelama, Kamue
Subject: Heavy Equipment Operator (L-02001@) - Proposed Job Spec Revision

Greetings from the N.J. Civil Service Commission. Our records indicate that your locality employs one or more incumbent(s) in the subject title.

Please be advised that we plan to modify the HEO job spec to include language involving the occasional operation, maintenance and/or repair of less complex equipment, machinery or vehicles. This is an incidental task to be performed at the discretion of the locality.

This change is necessary to resolve a pending classification issue.

The proposed revisions are highlighted on the attached document. Please review and advise of any questions or concerns by July 5, 2016. Thank you.

Guy J. Bramonte

Supervisor, Classification & Compensation Unit

NJ Civil Service Commission

Phone: (609) 984-1145

Fax: (609) 777-0937



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

HEAVY EQUIPMENT OPERATOR

DEFINITION

Under direction, operates one or more types of gasoline or diesel powered equipment to perform the more complex and demanding assignments to fine grade slopes, inclines, ramps, curves, and excavations by scrapping, scooping, rolling, lifting, or leveling on all types of terrain; works to fine specifications from grade stakes set by survey party; inspects machinery daily and reports unsafe conditions; services and makes minor emergency repairs to equipment in garage or field; may occasionally perform a variety of manual or unskilled tasks; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: The distinction between this title and the title of Equipment Operator (01746) lies in the degree of skill and precision required to perform the principal tasks of the Heavy Equipment Operator title and the type of equipment operated. Positions assigned to this class operate equipment which is larger, more complex, and/or used on varied types of terrain requiring more skill and greater motor coordination to manipulate, and/or in more confined spaces where the consequences of error and potential for danger are greater, and for which additional certification and/or licensure may be required. Heavy Equipment Operators may also operate, maintain, and/or repair, as incidental duties, less complex equipment, other machinery or vehicles which do not require the same level of skill, do not present a commensurate level of difficulty or require certification and/or licensure.

NOTE: Incumbents in this title are responsible for ensuring that land is marked properly and according to specifications. Additionally, incumbents in this title are responsible for ensuring that stakes and layouts are maintained and adhered to for the duration of each job.

EXAMPLES OF WORK:

Maneuvers diesel or gasoline powered equipment with wheeled or crawler type traction such as bulldozer, frontend loader, motor grader, backhoe, grad-all, scraper, and so forth.

Manipulates controls to adjust attachments for proper positioning on rough, rocky, or soft terrain or other sub-surfaces that change because of weather conditions which may alter the soil composition to fine grade slopes, inclines, ramps, curves, and excavations by scrapping, scooping, rolling, or leveling.

Maneuvers equipment and manipulates different controls to adjust attachments for proper positioning near a variety of obstructions and/or in difficult surroundings such as close to buildings, trees, utility wires, drop offs, pipes, or rocks to dig or move earth or destroy obsolete brick and stone structures.

Operates cranes (truck mounted and/or crawler mounted) at various outdoor locations where maneuverability is restricted and accuracy is critical such as near obstructions which restrict load or boom movement and/or areas which do not permit positioning of the crane near the work to be done.

Reviews with foreperson rough sketches or blueprints that are marked to indicate sections to be cut, filled, and the level of the finished job to compare terrain at the beginning of the operation with the proposed finished job.

In operating equipment, follows all types of alignment stakes which are used in laying out construction projects and their boundaries and reads the information contained on them to know the stationing or location of any part of the road relative to a starting point or reference, the amount of cut and fill to be removed from the existing ground surface or reference mark on the stake at that point, or the shoulder or ditch line when offset stakes are used or the distance from the centerline to stake location.

Ensures that equipment is ready for operation at all times by inspecting all moving parts for adequate lubrication and lubricates as necessary; inspects tires for proper inflation; checks brake hydraulic reservoir level and oil level, and makes a general inspection of the entire equipment for any obvious deficiencies.

May occasionally operate a truck to haul and dump sand, gravel, asphalt, and refuse; carries equipment and/or snow plow.

May perform a variety of manual unskilled tasks when not engaged in operating equipment. Receives assignments either in writing or orally explaining work to be done and equipment to be used.

Reports any problems that cause a delay in the completion of the work assignment to the supervisor either in writing or verbally.

May function in a lead worker capacity.

Will be required to learn to utilize various types of electronic and/or manual recording information systems used by the agency, office or related unit.

REQUIREMENTS:

EXPERIENCE:

Two (2) years of experience in the operation and maintenance of construction and maintenance equipment.

NOTE: Appropriate formal training in the operation and maintenance of construction equipment may be substituted for one (1) year of required work experience.

LICENSE:

Applicants may be required to possess a license as a Crane Operator issued by the New Jersey Department of Labor and, a certification issued by the National Commission for the Certification of Crane Operators (NCCCO) in the appropriate specialty as determined by the Appointing Authority (lattice boom crawler crane, lattice boom truck crane, telescopic boom crane with a capacity of more than 17.5 tons, telescopic boom crane with a capacity of less than 17.5 tons).

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Appointee must possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

NOTE: The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicle being operated, rests with the Appointing Authority.

KNOWLEDGE AND ABILITIES:

Knowledge of the assigned equipment and its limitations in performing a variety of tasks.

Knowledge of blade positioning to fine grade surfaces, inclines, slopes, and curves on all types of terrain.

Knowledge of adjusting, oiling, and maintaining equipment in a safe operating condition.

Knowledge of accident prevention procedures for operating assigned equipment.

Ability to follow specific oral or written instructions concerning the work assignment.

Ability to adjust, oil, grease, and maintain assigned equipment.

Ability to maintain concentration, alertness, and an exceptional degree of visual and physical coordination.

Ability to grade surfaces to fine specification by adjusting attachments while the vehicle is in motion on all types of terrain.

Ability to simultaneously operate controls, make difficult clearance judgments while watching the load, and compensate for variation in the equipment's lifting or hauling capacity during position

changes.

Ability to understand equipment and its limitation on all types of terrain.

Ability to work without direct supervision.

Ability to manipulate attachments rapidly to adjust to the changing condition of the surfaces.

Ability to learn to utilize various types of electronic and/or manual recording information systems used by the agency, office or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
02001@		L	C		N/A			-

This job specification is for **local** government use only. Salary range is only applicable to state government. Local salaries are established by individual local jurisdictions.

Erin Embley

From: Louis Guarino <LGuarino@hamiltonnj.com>
Sent: Tuesday, April 19, 2016 9:18 AM
To: Rich Williams; John Ricci; Lindsay Burbage
Cc: Angela Kenyon; Karen Maglione
Subject: Attorney-Client Privilege
Attachments:

Attorney-Client Privilege

Attorney-Client Privilege

From: Kenneth_Child@pmagroup.com [mailto:Kenneth_Child@pmagroup.com]
Sent: Monday, April 18, 2016 10:43 AM
To: Louis Guarino
Cc: avengraitis@nipgroup.com; 'Renee Nelms'; Edwin_Vath@pmagroup.com; Marc_Strauss@pmagroup.com
Subject: Insurance

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From: Louis Guarino <LGuarino@hamiltonnj.com>
Sent: Monday, December 21, 2015 8:38 AM
To: John Ricci; Douglas Hoffman
Subject: FW: Municipal Court Administrator

Personnel Records

From: MaryEllen Sittner [mailto:maryellen.sittner@camdenbss.org]
Sent: Friday, December 18, 2015 2:53 PM
To: Rodriguez, Suzanne; dennis.cerami@co.middlesex.nj.us; sdilone@westnewyorknj.org; tmerchel@moorestown.nj.us; v1rodriguez@nps.k12.nj.us; v1rodriguez@nps.k12.nj.us; a.watson@btfd2.org; a.zorzi@buenaboroughmua.com; aabramowitz@admin.essexcountynj.org; adiblasio@moorestown.nj.us; Admin@Butlerborough.com; admin@westorange.org; administrator@buenaboro.org; administrator@hamptontwp-nj.org; administrator@pomptonlakesgov.com; administrator@wantagetwp-nj.org; adminsec@oakland-nj.org; aimee.cooper@salemcountynj.gov; aimee.cooper@salemcountynj.gov; akearns@mtpl.org; akiss@wpnj.us; Akoster@hackensackdpw.org; alphaclerk@alphaboro.org; Aluna@lodi-nj.org; alupcho@vinelandlibrary.org; amaimone@townofhammonton.org; AMcDonald@millburntpw.org; amhwny@yahoo.com; amtracy01@comcast.net; andrew@wmua.info; andy@ccmua.org; angelap@cmclibrary.org; Antoinette.Sargent@dhs.state.nj.us; apressley@lawnside.net; apritchard@elizabethnj.org; aquarterman@winslowtownship.com; aroberts@trentonnj.org; asauro@bordentowntownship.com; ashedlock@jeffersonstownship.net; awinter@gcls.org; azack@linden-nj.org; babcock-landry@abwplibrary.org; babuckley@xbp.dhs.state.nj.us; BarbaraA@jcnj.org; Barbarad@passaiccountynj.org; Barbarad@passaiccountynj.org; Barbarad@passaiccountynj.org; barnett_b@acpo.org; barneyk@carteret.net; bayonneha@optonline.net; bboyle@northwildwood.com; bbrown@jacksonfiredist3.org; bcorbett@twp.pennsauken.nj.us; bdsmith@hmua.com; becky@oceancitylibrary.org; becky@sayreville.com; bencivenne@wmtl.org; bilaria@manasquan-nj.com; bjj@hacenj.com; blewis@southorange.org; bmcneilly@stanhopenj.gov; boroadmin@bergenfield.com; boroadmin@oakland-nj.org; boroclerk@strnj.us; BoroughClerk@beachhaven-nj.gov; brian.ruditsky@jacksonmillsfirecompany.com; brivera@passaichousing.org; brown@cliftonpl.org; brucem@capemaycity.com; bryce.kell@millvillenj.gov; bscott@mltmua.com; bswinson@mfplib.org; btaylor@patersonnj.gov; BTFIRE3@COMCAST.NET; btownch@cityofbordentown.com; buonanno@wanaquelibrary.org; burke@bccls.org; businessofficetfpl@yahoo.com; bvanwhy@washingtonboro-nj.org; carroll@wanaqueborough.com; cashley@veronanj.org; Castanteen@bccls.org; catherine.chadwick@butlerlibrary.org; cbelesky@ptboro.com; ccameron@southorange.org; cchesner@moorestownfire.org; ccolbert@cchsc.com; cdegrassi@comcast.net; cdenney@monroemuanj.com; Cdesiato@scotchplainsnj.com; cdiaz@vineland.org; cgenuario@saddlebrooknj.gov; chapper50@aol.com; charles@margatlibrary.org; cjscola@monroetownshipnj.org; cking@willingboro.org; ckopec@co.hunterdon.nj.us; clerk@boroughofwoodbine.net; clerk@buenaboro.org; clerk@libertytownship.org; clerk@pohatcongtpw.org; clerk@stillwatertwp.com; clerk@uppertownship.com; clerk@whitetwp-nj.com; cmatelski@ewingnj.org; cmcbride@northbrunswicklibrary.org; cmhill@willingboro.org; cmurchio@woodbridgelibrary.org; corona@bccls.org; crreed@eopl.org; cseguine@middlesexmosquito.org; cstalowski@btboe.org; cvenezia@middletownnj.org; cwilliams@jcboc.org; cwilliams@veronanj.org; cwolverton@bplnj.org; czesak@patersonpl.org; danielisk@ci.newark.nj.us; dbrown@boroughofroselle.com; dcipriani@marlboro-nj.gov; ddailey@highlandsborough.org; ddansby@acmua.org; deloress@xbp.dhs.state.nj.us; deputyclerk@lavallette.org; desimone.tony@gmail.com; dfluck@holmdeltownship-nj.com; dfluck@jacksontwpnj.net; DGraga@ochd.org; dhornickel@co.burlington.nj.us; dhornickel@co.burlington.nj.us; dhrebenak@independencenj.com; dianem@camdencounty.com; diltsb@lopatcongtpw.com; dinav@bolp.org; director@pburglib.org; djackson@lindenwold.net; djenkin@clarklibrary.org; dkain@deptford-nj.org; dkazinci@teanecknj.gov; dking@pleasantvillenj.us; dlyon@brickfire.org; dmazzucco@ourclark.com; dmicci@eastutherforddnj.net; dmonroe@lawrencetwp.com; doto@bccls.org; douglastilton@hotmail.com; dpeterson@mauricrivertwp.org; dpurves@lindenpl.org; drazek@pomptonlakeslibrary.org; DRHILLSIDEDEPCLK@AOL.COM; dscally@deptfordfd.org; dtestafv@verizon.net; dthornley@njwoodridge.org; dtmua-rm@comcast.net; dtucker@cityofatlanticcity.org; dvaccaro@moonachie.us; dvaliant@co.monmouth.nj.us; dvarren@ci.orange.nj.us; EBarillas@NorthBergen.org; EBarillas@NorthBergen.org; EBarillas@NorthBergen.org; EBarillas@NorthBergen.org; eberry@twp.mountholly.nj.us; eegan@gcpl.us; efarrell@pointbeach.org; egaber@dowdell.org; egibney@hcnj.us; egrandi@hazlettpw.org; Egrochowski@twp.pennsauken.nj.us; ekreis@townshipoflower.org; eoltmua@comcast.net;

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Subject: Re: Municipal Court Administrator

Thank you for the information, however these titles are not used at the Camden County Board of Social Services (welfare office).

MaryEllen E. Sittner - Personnel Officer
 Camden County Board of Social Services
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From: Rodriguez, Suzanne <Suzanne.Rodriguez@csc.nj.gov>

Sent: Friday, December 18, 2015 2:39 PM

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cchesner@moorestownfire.org; ccolbert@cchsc.com; cdegrassi@comcast.net; cdenney@monroemuaj.com; Cdesiato@scotchplainsnj.com; cdiaz@vineland.org; cgenuario@saddlebrooknj.gov; chapper50@aol.com; charles@margatelibrary.org; cjscola@monroetownshipnj.org; cking@willingboro.org; ckopec@co.hunterdon.nj.us; clerk@boroughofwoodbine.net; clerk@buenaboro.org; clerk@libertytownship.org; clerk@pohatcongtpw.org; clerk@stillwatertwp.com; clerk@uppertownship.com; clerk@whitetwp-nj.com; cmatelski@ewingnj.org; cmcbride@northbrunswicklibrary.org; cmhill@willingboro.org; cmurchio@woodbridgelibrary.org; corona@bccls.org; crraed@eopl.org; cseguine@middlesexmosquito.org; cstalowski@btboe.org; cvenezia@middletownnj.org; cwilliams@jcoe.org; cwilliams@veronanj.org; cwolverton@bplnj.org; czesak@patersonpl.org; danielsk@ci.newark.nj.us; dbrown@boroughofroselle.com; dcipriani@marlboro-nj.gov; ddailey@highlandsborough.org; ddansby@acmua.org; deloress@xbp.dhs.state.nj.us; deputyclerk@lavallette.org; desimone.tony@gmail.com; dfluck@holmdeltownship-nj.com; dfluck@jacksontpwnj.net; DGraga@ochd.org; dhornickel@co.burlington.nj.us; dhornickel@co.burlington.nj.us; dhrebenak@independencenj.com; dianem@camdencounty.com; diltsb@lopcongtpw.com; dinav@bolp.org; director@pburglib.org; djackson@lindenwold.net; djenkin@clarklibrary.org; dkain@deptford-nj.org; dkazinci@teanecknj.gov; dking@pleasantvillenj.us; dlyon@brickfire.org; dmazzucco@ourclark.com; dmicci@eastrutherfordnj.net; dmonroe@lawrencetwp.com; doto@bccls.org; douglastilton@hotmail.com; dpeterson@mauricrivertwp.org; dpuvres@lindenpl.org; drazek@pomptonlakeslibrary.org; DRHILLSIDEDEPCLK@AOL.COM; dscally@deptfordfd.org; dtestafv@verizon.net; dthornley@njwoodridge.org; dtmua-rm@comcast.net; dtucker@cityofatlanticcity.org; dvaccaro@moonachie.us; dvaliant@co.monmouth.nj.us; dwarren@ci.orange.nj.us; EBarillas@NorthBergen.org; EBarillas@NorthBergen.org; EBarillas@NorthBergen.org; eberry@twp.mountholly.nj.us; eegan@gcpl.us; efarrell@pointbeach.org; egaber@dowdell.org; egibney@hcnj.us; egrandi@hazlettpw.org; Egrochowski@twp.pennsauken.nj.us; ekreis@townshipoflower.org; eoltmua@comcast.net; esambucini@twp.freehold.nj.us; ewgiblin@gmail.com; fadams@ucnj.org; fane_keith@mail.aclink.org; fcirii@camdencounty.com; FCorrente@co.morris.nj.us; finance@pomptonlakesgov.com; Firedist3@optonline.net; Firedist3@optonline.net; Firedist3@optonline.net; fnolan@highlandsborough.org; fordb@jcnj.org; fornal@passaicpubliclibrary.org; fpnbmua@aol.com; fpuccio@bcpo.net; Frank.Bellino@co.middlesex.nj.us; frank.quatrone@lodi.k12.nj.us; franklintwp@franklintwpwarren.org; gbaker@northbergen.org; gculen@southplainfieldnj.com; genevieve@spartalibrary.com; gfitzhugh@npl.org; ginaal@clueslibs.org; gkratz@waldwicknj.org; gmcrac@bccls.org; [gmiller@rahwaylibrary.org](mailto:gmillar@rahwaylibrary.org); gpassanante@somerdale-nj.com; Gpoff@Rockawaytownship.org; gregf@edgewaternj.org; grosenthal@pcsheriff.org; grusso@twp.berkeley.nj.us; gftd4@comcast.net; gwlcheryl@yahoo.com; hamer@bccls.org; harmonyclerk@nac.net; Hartigan@bccls.org; hartigan@bccls.org; henderson@bccls.org; henderson@bccls.org; hhyser@ewingnj.org; hmailander@ridgewoodnj.net; hsunyak@parsippany.net; imills@vernontwp.com; inturrisi@patersonpl.org; jacerra@ci.long-branch.nj.us; jackie.struble@aberdeennj.org; jackie@dennistwp.org; JACKIECART@AOL.COM; jacksonBOFC2@optonline.net; JacquelineM@hap-nj.org; james.turcich@delranfire.org; Jayne.Beline@Parsippanylibrary.org; jbellina@freeholdboro.org; jbotlinger@twp.burlington.nj.us; jcallaghan@ventnorcity.org; jcioeta@ocnj.us; jcolucci@mountlaurelfire.org; Jcudworth@cliftonnj.org; JDambroski@theoceancountylibrary.org; JDiaz@jacksonmua.com; jdiatrck@cinnaminsonfire.org; JDoderer@theoceancountylibrary.org; jdougherty@wildwoodnj.org; j-drake@boroughofroselle.com; Jean.Licker@RTLlibrary.org; jearyl@co.burlington.nj.us; jeff_dilks@yahoo.com; [Jennings@bccls.org](mailto>Jennings@bccls.org); jessicapalladino@tow-nj.net; jewelaine@aol.com; jgalbraith@moorestown.lib.nj.us; jgallagher@pvwc.com; jgallagher@winslowtownship.com; jgottlieb@ucnj.com; jgottlieb123@comcast.net; jgreenhill@essexsheriff.com; jhatcher@delrantownship.org; jhecht@westorangelibrary.org

jholzmer@wildwoodcrest.org; jivy@montvillelibrary.org; jjcjr@hotmail.com; jking@willingboronj.gov;
jkrantz@middlesexmosquito.org; jlayne@mapleshade.com; jlepore@brickfire.org; jlohr@delancotownship.com;
jlsilverman@optonline.net; johndkeenanjr@aol.com; johnkeenana@stratfordnj.org; jpacifico@voorheesfire.org;
jpanchame@cliftonnj.org; jperkin@co.warren.nj.us; jpmcmanimon@ewingnj.org; jsabatini@byramtwp.org;
jsayers@westorange.org; jschneider@co.gloucester.nj.us; jschneider@co.gloucester.nj.us; jspango@essexsheriff.com;
jtaub@bellepl.org; justinf@lakewoodmua.com; jvankruiningen@fairlawn.org; jvannest@middletownnj.org;
Kathleen.Dobie@bcbss.org; KathleenD@passaiccountynj.org; kathyj@cityofgloucester.org; kbennett@kearnynj.org;
kconover@cityofnewbrunswick.org; kcorbett@elizpl.org; kdobro@yahoo.com; kgalland@wpnj.us;
kgreen@uniontownship.com; KHeydel@monroetownshipnj.org; kim@ccmua.org; Kkazmark@Elmwoodparknj.us;
kmetrick@leht.com; kmurray@pvwc.com; koch@bccls.org; kodonnell@parkridgeboro.com;
kopakowskim@middletwp.k12.nj.us; kresserj@cityofbridgeton.com; kromero@njwoodridge.org;
kshortway@plbmua.org; kuster@hackettstown.net; k-wedderburn@townofmorristown.org;
kyecco@northwildwood.com; l.schaeffer@clementon-nj.com; labadia@bccls.org; lacey.admin@njpublic.com;
lakehurstclerk@gmail.com; lapclerk@greentwp.com; LCAMPB@camden.lib.nj.us; ldougherty@edgewaterpark-nj.com;
lguarino@hamiltonnj.com; lhartner@westorangelibrary.org; linda.murtagh@xbp.dhs.state.nj.us;
lipicon@ci.camden.nj.us; lmekosh@boro.lake-como.nj.us; lmilone@bloomfieldtwpnj.com; lmorgan@uplnj.org;
lorrainep@winslowtwpfd.org; lpeyton@comcast.net; lross@jclibrary.org; lrutledge@seaislecitynj.us;
lsansone@uplnj.org; lseguine@middlesexmosquito.org; ltotten@cityofnewbrunswick.org; lwright@keyportonline.com;
lynne.finnerty@xbp.dhs.state.nj.us; m.dalesandris@cityofrahway.com; mabelteen.tucker@eastorange-nj.gov;
maharzer.hatop@verizon.net; mallen@ucnj.org; manager@mountlaurel.com; Margaret.Assante@Butlerlibrary.org;
marianne.horta@twp.woodbridge.nj.us; marisa.ligato@xbp.dhs.state.nj.us; Mary.Romance@mainlib.org; MaryEllen Sittner; marykay.callahan@cityofasburypark.com; maynard@wmtl.org; mayorfuentes@comcast.net;
mbrown@pemberton-twp.com; Mbulmer@co.warren.nj.us; mcarey@brickschools.org; mccant_audrey@aclink.org;
mccue@bccls.org; mcioffi@nutleypd.com; mcoles@fairlawn.org; meghanjack@comcast.net; MFChmiel@elizpl.org;
MFChmiel@elizpl.org; mfenui@nutleynj.org; MfEra@admin.essexcountynj.org; mfrank@acfpl.org;
mgard@voorheesnj.com; mgilmore@harrisonhousing.com; mgonzalez@passaicpubliclibrary.org;
Mgoregoitia@cityofpassaicnj.gov; mguarino@co.monmouth.nj.us; mhrynio@gtmua.com; michele.leeming@plfdpl.info;
mikefd82@gtfd2.comcastbiz.net; mjanuszk@milltownboro.com; mjohnson@irvingtonnj.org;
Mking@CinnaminsonPolice.org; mkolaya@scotlib.org; mkopecky@sopl.org; mkorman@hobokennj.gov;
Mlaverty@Montvillenj.org; M-Leodori@fortleenj.org; mmaldonado@trentonnj.org; mmalik@irvingtonnj.org;
mmartello@kearnynj.org; mscanlon@rutherford-nj.com; msparano@mercercounty.org; mstern@veronanj.org;
mtolve@admin.essexcountynj.org; mtpersonnel@middletownship.com; mua@wmmua.org; Municipalclerk@seaside-heightsnj.org;
Murphy@bccls.org; Mverga@doover.nj.us; nancyr@icnj.org; nesbittj@co.cape-may.nj.us;
ngoldfine@acmua.org; ngreene@ridgewoodlibrary.org; nhrfr1@aol.com; NHunter@NPS.K12.NJ.US;
nlapa@lakewoodmua.com; Nmejias@townofharrison.com; npendle@hazletwp.org; npou@patersonnj.gov;
nrivera@hcnj.us; nrodriguez@uniontownship.com; nwelz@Weehawken.k12.nj.us; ocmosquito@comcast.net;
ofigueroa@ochd.org; ominski@longbeachtownship.com; Patesposito@optonline.net; Patesposito@optonline.net;
patricia@mfplib.org; payroll@westmilford.org; [PBurke@co.ocean.nj.us](mailto>PBurke@co.ocean.nj.us); pbyrd@xbp.dhs.state.nj.us;
pdice@wildwoodhousing.org; pdrouin@embargmail.com; pennsgroveha@aol.com; personnel@baynj.org;
personnel@baynj.org; pgardner@jclibrary.org; pjuliano.fairview@gmail.com; pjuliano.fairview@gmail.com;
pjzarbetski@townofharrison.com; pmaraviglia@veronanj.org; pmayers@bolp.org; pmcclima@xbp.dhs.state.nj.us;
Pmongey@co.morris.nj.us; podles@bccls.org; psisco@patersonnj.gov; pvalesi@twp.freehold.nj.us;
Randywood01@yahoo.com; ransdelle@carteret.net; rberdnik@pcsheriff.org; rbrook@florence-nj.gov;
rcalocino@bcbss.com; rdas@bccls.lib.nj.us; relia@hopatcong.org; rgonzalez@vinelandcity.org;
rick.smiley@plainfieldnj.gov; riskind@bccls.org; RitchieC@middletwp.k12.nj.us; rkerr@lodi-nj.org;
rkirk@boro.belmar.nj.us; rkornfeld@co.bergen.nj.us; Rlombard@northbrunswickonline.com;
rmanzella@uniontownship.com; robin.halstead@scbssnj.org; Corrales, Robert; rohare@keansburg-nj.us;
rohrer.towers@verizon.net; RolaDahboul@tow-nj.net; roy.rogers@att.net; rschwab@delancotownship.com;
rsnodgrass@burlingtonnj.us; rsnodgrass@burlingtonnj.us; rsonenfeld@ridgewoodnj.net; rtuosto@bellevillenj.org;
rwalker@mercercounty.org; rwest@hillsidepubliclibrary.org; rwolbert@thecityofbeverly.com;
rwright@runnemedennj.org; sainbpl@yahoo.com; salemcfo@comcast.net; sammandee@aol.com; sanner@bccls.org;
saramaloney@cmcbss.com; sbeck@lakewoodtwpnj.org; sbrown@northbrunswickonline.com; scarella@nutleynj.org;

scarella@nutleynj.org; scott.davan@rtllibrary.org; semery@carteretfreepubliclibrary.org;
Seth.stephens@jeffersonlibrary.net; sfleming3@glotwp.com; sgee@mountlaurel.com; sgoslin@gcls.org;
sharon.smith@millvillenj.gov; sheck@ringwoodnj.net; skeeters@camdencounty.com; slarosa@brickschools.org;
slibrie@bcsd.us; snash@mrtes.com; sneira@perthamboynj.org; sneira@perthamboynj.org;
sogborne@co.monmouth.nj.us; sommers_mike@aclink.org; spkbarna@optonline.net; spullis@vernontwp.com;
squinn@theoceancountylibrary.org; srohdieck@ringwoodnj.net; stacy.pennington@salemcountynj.gov;
Steeb_Meg@egggharborcity.org; stephanie.gabelman@boontonholmeslibrary.org;
stephanie.iberer@lincolnparklibrary.org; stephenba@co.cumberland.mj.us; SueMinock@comcast.net;
sunnierandolph@yahoo.com; susanp@clarkpolice.comcastbiz.net; swatkins@ci.orange.nj.us; szimmer@twp.brick.nj.us;
tanyawalker617@gmail.com; tgordon@millburntwp.org; tgribbin@htfd3.org; theodoreba@co.cumberland.nj.us;
ThomasD@lodihousing.org; tlee@lmxac.org; tlogan@bcua.org; tmwall@comcast.net; tнуfrio@nutleynj.org;
Tomduch@optonline.net; tookerc@southamboynj.gov; toswin@newtontownhall.com; townclerk@boonton.org;
Tvandergroef@sussex.nj.us; twall@northarlington.org; twpadministrator@westmilford.org;
ubboroclerk@optonline.net; v.baginski@verizon.net; vcanning@montvillenj.org; vcirilo@passaichousing.org;
verna_fred@margate-nj.com; vguo@weehawken.k12.nj.us; vkleiner@phillipsburgnj.org; vflamm@cityofpassaicnj.gov;
vmarotta@vernontwp.com; vthompson@andovertpw.org; we3@ci.orange.nj.us; william.close@spartanj.org;
willms@bccs.org; wmcneil63@aol.com; yidorta@comcast.net; ymitchell@jacksonmua.com;
zsmith@harrisonhousing.com

Subject: Municipal Court Administrator

To Local Appointing Authorities:

You have been contacted because your locality employs incumbents in one or more of the following titles; Deputy Municipal Court Administrator (L-07796); Deputy Municipal Court Administrator, Bilingual in Spanish and English (L-07903); Municipal Court Administrator (L-07795).

Please be advised that we plan to reallocate these titles from the Competitive Division to the Noncompetitive Division of the Career Service pursuant to **N.J.A.C. 4A:3-1.2**.

It has been determined that competitive testing is not practicable due to the specialized nature and the accreditation/certification process required for positions in these titles. Accreditation by the Municipal Court Administrator Certification Board or possession of the Municipal Court Administrator Certificate (MCAC) establishes that the candidate has already met the requirements necessary to qualify for these titles. The evaluation process is redundant and unnecessary. It should be noted that incumbents who fail to obtain accreditation/certification within the timeframes provided by rule and the board's regulations will be removed from the title. However, the board may grant an extension of time upon a showing of good cause.

Employees involved in this transaction will experience no change in their current seniority. The title change will be processed as a mass transaction, thus no work will be required of the Appointing Authority.

Appointment types for existing employees in these titles will be handled in accordance with **N.J.A.C. 4A: 3-1.2(f)** which states;

- Permanent employees in that title as of the effective date shall have their appointment types changed to RAN, and shall retain their permanent status in the noncompetitive division.
- Probationary employees in that title as of the effective date shall continue serving their working test periods and, upon successful completion, attain permanent status in the noncompetitive division.
- Provisional employees who remain in that title as of the effective date shall receive regular appointments and begin serving their working test periods on the effective date.

This action will provide municipal courts with the flexibility needed to more efficiently and quickly meet their hiring needs.

If you have any questions, concerns or comments, please contact John Teubner at John.Teubner@csc.nj.gov by January 8, 2016.

Erin Embley

From: Louis Guarino <LGuarino@hamiltonnj.com>
Sent: Monday, May 08, 2017 10:22 AM
To: David Carothers; John Ricci
Subject: FW: Senior Building Maintenance Worker titles reallocation from the Competitive to noncompetitive division

From: Lindsey, Tiffany [mailto:Tiffany.Lindsey@csc.nj.gov]
Sent: Monday, May 08, 2017 10:16 AM
To: mccant_audrey@aclink.org; jholt@cityofatlanticcity.org; marykay.callahan@cityofasburypark.com; personnel@baynj.org; rkornfeld@co.bergen.nj.us; msaudino@bcsc.us; fpuccio@bcpo.net; dhornickel@co.burlington.nj.us; kresserj@cityofbridgeton.com; dianem@camdencounty.com; fcirii@camdencounty.com; nesbittj@co.cape-may.nj.us; Jcudworth@cliftonnj.org; jpanchame@cliftonnj.org; theodoreba@co.cumberland.nj.us; stephenba@co.cumberland.nj.us; mkрупinski@elizabethnj.org; apritchard@elizabethnj.org; jschneider@co.gloucester.nj.us; dtroast@hackensack.org; scumberbatch@hackensackdpw.org; Louis Guarino; pjzarbetski@townofharrison.com; nriviera@hcnj.us; egibney@hcnj.us; bmyhre@co.hunterdon.nj.us; mjohnson@irvingtonnj.org; mmalik@irvingtonnj.org; tanyawalker617@gmail.com; kgreen@jacksontwpnj.net; nancyr@jcnj.org; fordb@jcnj.org; sbeck@lakewoodtwpnj.org; rkerr@lodipd.org; aluna@lodi-nj.org; jacerra@ci.long-branch.nj.us; msparano@mercercounty.org; rwalker@mercercounty.org; Gia De La Cruz (giaret.delacruz@co.middlesex.nj.us); dennis.cerami@co.middlesex.nj.us; sogborne@co.monmouth.nj.us; mpflug@monrtvillenj.org; vcanning@montvillenj.org; FCorrente@co.morris.nj.us; Pmongey@co.morris.nj.us; danielsk@ci.newark.nj.us; ltotten@cityofnewbrunswick.org; kconover@cityofnewbrunswick.org; scarella@nutleynj.org; mcioffi@nutleypd.com; PBurke@co.ocean.nj.us; swatkins@ci.orange.nj.us; ltaylor@ci.orange.nj.us; dvarren@ci.orange.nj.us; Barbarad@passaiccountynj.org; fornai@passaicpubliclibrary.org; mgonzalez@passaicpubliclibrary.org; alevenson@patersonnj.gov; npou@patersonnj.gov; psisco@patersonnj.gov; sneira@perthamboyenj.org; rick.smiley@plainfieldnj.gov; m.dalesandris@cityofrahway.com; stacy.pennington@saalemcountynj.gov; lrutledge@seaislecitynj.us; Tvandergroef@sussex.nj.us; aroberts@trentonnj.org; mmaldonado@trentonnj.org; jgottlieb@ucnj.com; mallen@ucnj.org; kcaulfield@uniontownship.com; rmanzella@uniontownship.com; lmorgan@uniontownship.com; rgonzalez@vinelandcity.org; twpadministrator@westmilford.org; payroll@westmilford.org; Hpinto@wildwoodnj.org; marianne.horta@twp.woodbridge.nj.us; jsabatini@byramtwp.org; dianem@camdencounty.com; fcirii@camdencounty.com; Jcudworth@cliftonnj.org; jpanchame@cliftonnj.org
Cc: Bramonte, Guy
Subject: Senior Building Maintenance Worker titles reallocation from the Competitive to noncompetitive division

Our records indicate that your agency employs incumbents in one or both of the following job titles:

Senior Building Maintenance Worker (03227)

Senior Building Maintenance Worker Low Pressure License (03228)

Please be advised that we plan to reallocate the above titles from the competitive to the noncompetitive division of service pursuant to *N.J.A.C. 4A:3-1.2(c)1*, which states:

“(c) A job title may be placed in the noncompetitive division on an ongoing or interim basis when it is determined by the Civil Service Commission that it is appropriate to make permanent appointments to the title and one or more of the following criteria are met.

1. Competitive testing is not practicable due to the nature of the knowledge, skills and abilities associated with the job.”

This action has been proposed because, due to the nature of the knowledge, skills and ability required to function successfully in the titles, competitive testing has proven to be an ineffective measure of eligibility. Employees involved in this transaction will experience no change in their current seniority. The title change will be processed as a mass transaction, thus no work is required of the AA.

Any existing eligibility lists for these titles and any current announcements for which exams have not been administered will be cancelled upon successful completion of the reallocation process.

Local agencies wishing to do so may recruit and appoint from cancelled lists which have not technically expired. However, resulting appointments will be recorded as permanent in the noncompetitive division. Appointment types for existing employees in these titles as of the effective date will be handled in accordance with *N.J.A.C. 4A: 3-1.2(f)*, which states:

(f) When a job title is reallocated from the competitive to noncompetitive division, the Commission's decision shall specify
an effective date for reallocation.

1. Permanent employees in that title as of the effective date shall retain their permanent status in the noncompetitive division.

2. Probationary employees in that title as of the effective date shall continue serving their working test periods and, upon
successful completion, attain permanent status in the noncompetitive division.

3. Provisional employees who remain in that title as of the effective date shall receive regular appointments and begin serving
their working test periods on the effective date.

To read the job specifications for impacted titles, please click on the title names above.

We are confident that this action will provide you with the flexibility needed to more quickly and efficiently meet your hiring needs.

Please feel free to contact me at this email address with any questions. Thank you.

Tiffany Lindsey
Human Resource Consultant
Division of Agency Services
NJ Civil Service Commission
Tele. 609-292-8307

Insurance

Insurance

Insurance

Insurance

Erin Embley

From: Louis Guarino <LGuarino@hamiltonnj.com>
Sent: Tuesday, October 25, 2016 4:31 PM
To: John Ricci
Cc: David Carothers
Subject: RE: FW:

I will check

From: John Ricci
Sent: Tuesday, October 25, 2016 4:20 PM
To: Louis Guarino
Cc: David Carothers
Subject: Re: FW:

Does that cover everyone

Sent from my iPad

On Oct 25, 2016, at 4:18 PM, Louis Guarino <LGuarino@hamiltonnj.com> wrote:

From: Titmas, Sarah [<mailto:Sarah.Titmas@csc.nj.gov>]
Sent: Friday, October 21, 2016 2:06 PM
To: Louis Guarino
Subject: RE:

Hi Lou,

If these employees were appointed to the Truck Driver title before 2012 when it was changed to NC, they do still have promotional rights to the Heavy Equipment Operator title. You will still need to enter them as PAOC advancement, and notify me so that I can have the records unit change the appointment type.

Let me know if you have any questions.

Sarah Titmas

Human Resource Consultant 1
NJ Civil Service Commission
Division of Agency Services
Ph: (609) 292-9193
Fax: (609) 777-0905

From: LGuarino@hamiltonnj.com [<mailto:LGuarino@hamiltonnj.com>]
Sent: Thursday, October 20, 2016 1:53 PM

To: Titmas, Sarah <Sarah.Titmas@csc.nj.gov>

Subject:

Sarah, We are trying to move several long time employees from truck driver to heavy equipment operators. It presently generates an POAC situation. Since these drivers all were promoted into the truck driver title before the recent change, when it would have been a promotion, and they all received the titles when truck driver was a competitive title, can we grandfather into a promotion.

Erin Embley

From: Louis Guarino <LGuarino@hamiltonnj.com>
Sent: Wednesday, October 26, 2016 8:48 AM
To: David Carothers; John Ricci
Subject: RE: FW:

Personnel Records

Run Date: 10/26/2016

NEW JERSEY DEPARTMENT LOCAL GOVERNMENT

Employees in Title R

SYSTEM : CAMPS

Title: 04226

TRCK DRVR HVY

JURIS CODE	JURIS NAME	EMPLOYEE ID	EMPLOYEE NAME
T11030023	HAMILTON	Personnel Records	ASTORE, STEVEN
T11030023	HAMILTON		COLON, MICHAEL
T11030023	HAMILTON		KRIEGER, RYAN
T11030023	HAMILTON		KUBIAK, ROBERT
T11030023	HAMILTON		MCKIE, BRENDAN
T11030023	HAMILTON		SCOTT, DAVID B
T11030023	HAMILTON		VANNESS, WILLIAM
T11030023	HAMILTON		WATKIN, SCOTT
T11030023	HAMILTON		WRIGHT, KEVIN C

From: David Carothers
Sent: Tuesday, October 25, 2016 5:17 PM
To: Louis Guarino; John Ricci
Subject: RE: FW:

thanks

From: Louis Guarino
Sent: Tuesday, October 25, 2016 4:31 PM
To: John Ricci
Cc: David Carothers
Subject: RE: FW:

I will check

From: John Ricci
Sent: Tuesday, October 25, 2016 4:20 PM
To: Louis Guarino
Cc: David Carothers
Subject: Re: FW:

Does that cover everyone

Sent from my iPad

On Oct 25, 2016, at 4:18 PM, Louis Guarino <LGuarino@hamiltonnj.com> wrote:

From: Titmas, Sarah [<mailto:Sarah.Titmas@csc.nj.gov>]
Sent: Friday, October 21, 2016 2:06 PM
To: Louis Guarino
Subject: RE:

Hi Lou,

If these employees were appointed to the Truck Driver title before 2012 when it was changed to NC, they do still have promotional rights to the Heavy Equipment Operator title. You will still need to enter them as PAOC advancement, and notify me so that I can have the records unit change the appointment type.

Let me know if you have any questions.

Sarah Titmas

Human Resource Consultant 1
NJ Civil Service Commission
Division of Agency Services
Ph: (609) 292-9193
Fax: (609) 777-0905

From: LGuarino@hamiltonnj.com [mailto:LGuarino@hamiltonnj.com]

Sent: Thursday, October 20, 2016 1:53 PM

To: Titmas, Sarah <Sarah.Titmas@csc.nj.gov>

Subject:

Sarah, We are trying to move several long time employees from truck driver to heavy equipment operators. It presently generates an POAC situation. Since these drivers all were promoted into the truck driver title before the recent change, when it would have been a promotion, and they all received the titles when truck driver was a competitive title, can we grandfather into a promotion.

Erin Embley

From: Louis Guarino <LGuarino@hamiltonnj.com>
Sent: Tuesday, October 25, 2016 4:19 PM
To: David Carothers; John Ricci
Subject: FW:

From: Titmas, Sarah [mailto:Sarah.Titmas@csc.nj.gov]
Sent: Friday, October 21, 2016 2:06 PM
To: Louis Guarino
Subject: RE:

Hi Lou,

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Sarah Titmas

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From: LGuarino@hamiltonnj.com [mailto:LGuarino@hamiltonnj.com]
Sent: Thursday, October 20, 2016 1:53 PM
To: Titmas, Sarah <Sarah.Titmas@csc.nj.gov>
Subject:

Sarah, We are trying to move several long time employees from truck driver to heavy equipment operators. It presently generates an POAC situation. Since these drivers all were promoted into the truck driver title before the recent change, when it would have been a promotion, and they all received the titles when truck driver was a competitive title, can we grandfather into a promotion.

Erin Embley

From: Louis Guarino <LGuarino@hamiltonnj.com>
Sent: Tuesday, July 25, 2017 10:03 AM
To: John Ricci

Personnel Records

Redaction Log

Reason	Page (# of occurrences)	Description
Attorney-Client Privilege	5 (1) 11 (3)	Attorney-client privilege - N.J.S.A. 471A-1.1 Description Legal Advice
Insurance	11 (2)	Insurance N.J.S.A. 471A-1.1
	12 (1)	
	13 (1)	
	15 (1)	
	16 (1)	
	17 (1)	
	18 (1)	
	19 (1)	
	20 (1)	
	21 (1)	
	22 (1)	
	23 (1)	
	24 (1)	
	25 (1)	
	26 (1)	
	27 (1)	
	28 (1)	
	29 (1)	
	43 (1)	
	44 (1)	
	45 (1)	
	46 (1)	
Personnel Records	34 (1) 49 (1) 50 (1) 54 (1)	Personnel 471A-10